

# **KEY BISCAYNE POLICE OFFICERS & FIREFIGHTERS RETIREMENT PLAN**

Village Council Chambers/Police Dept. Community Room  
560 Crandon Blvd., Key Biscayne, FL 33149  
SPECIAL MEETING OF DECEMBER 10, 2008

**1. Call to Order** – Chairman Michael Haring called the meeting of the Key Biscayne Police Officers & Firefighters Retirement Plan to order at 5:45 P.M.

## **Roll Call**

### Present

Servando M. Parapar, Secretary  
Michael Haring, Chairman  
Jose L. Monteagudo  
Dr. Robert L. Maggs

### Absent

Sherry L. Reed

**OTHERS PRESENT:** Burgess Chambers from Burgess Chambers & Associates, J. Stephen Palmquist from Gabriel Roeder Smith, Alison S. Bieler, Esq., from Cypen & Cypen, Attorneys for the Plan and Joan L. Wall, Administrator.

## **2. Discussion Re:**

- 1) Implementation of a DROP, in which the participants could self direct the investment of their benefits while in the DROP. This would require additional work by the performance monitor and the plan administrator to implement.
- 2) Implementation of a Share Plan in which the excess premium tax money would be distributed per capita to the active firefighters. The Share Plan participants will also be permitted to self-direct their accounts and this would also require additional work by the performance monitor and the administrator.
- 3) The purchase of an enhanced benefit since the Air Time agreed to in the contract is not permitted under Chapters 175 and 185.
- 4) An increase in the benefit multiplier to 4% for all years of credited service greater than 15 years.

Burgess Chambers addressed the trustees relative to the board's responsibility to monitor investment choices that are made to implement the DROP and Share Plan. Currently the board is in the information gathering stage. Mr. Chambers stated the trustees should look at ICMA and other such programs and consider these programs' ability to: 1) provide service, 2) availability of technology, 3) fees and 4) performance. In order for his firm to provide a study and provide ongoing consulting for this additional feature, board approval of additional fees would be required to put this in place. Mr. Chambers proposed a fee of \$7,500 to provide a study with

recommendations, structure and a list of whom to interview which Mr. Chambers would have available for the January meeting. The annual fee for monitoring would depend on the program selected. Jose Monteagudo moved to approve a fee of \$7,500 to Burgess Chambers & Associates for providing a study, with recommendations and structure and whom to interview. Servando Parapar seconded the motion. The motion carried unanimously. Mr. Chambers stated he would prepare a fee addendum for this service. In February or March a distribution of approximately \$600,000 would be available, with \$162,660 available on an annual basis to fund the program. The Village will now be able to take credit for \$235,255 of the State funds annually.

At 6:30 P.M. the meeting moved to the Police Department Community Room.

**3. Gabriel Roeder Smith & Company – 10/3/08 Request for Fee Increase** (tabled at 11/17/08 meeting). Mr. Palmquist reviewed with the trustees the increased time required to perform the annual actuarial valuation report. Dr. Maggs moved to increase Gabriel Roeder Smith & Company's annual fee for preparation of the actuarial valuation report to \$7,500 for the October 1, 2008 report and to \$9,000 for the October 1, 2009 report, with future increases tied to the Consumer Price Index. Servando Parapar seconded the motion. The motion carried unanimously. Mr. Palmquist stated he would prepare an addendum to his contract with the board.

Attorney Bieler stated that Jayne Goldstein, the attorney who provides securities monitoring services, was with a new firm, Shepherd, Finkelman, Miller & Shah and that the same contract would be entered into with the new firm.

**4. Next Meeting Date.** Chairman Haring announced the next regular meeting was scheduled for Thursday, January 22, 2009. **Adjournment.** There being no further business before the board, Jose Monteagudo moved to adjourn at 7 P.M. Servando Parapar seconded the motion. The motion carried unanimously.

Respectfully submitted,

Servando Parapar, Secretary